STATE OF TENNESSEE DEPARTMENT OF PERSONNEL

EXAMINATION ANNOUNCEMENT

The Applicant Services Division is now accepting applications for the following job classification(s) for a limited time as indicated by the opening and closing dates below. To ensure that your application is processed within the announced opening and closing date, please use the <u>online employment application</u>. Refer to the <u>Career Service Job Search</u> for a complete job description of the jobs listed below. Information is also provided within Job Search for jobs which may be applied for on a continuous basis (i.e., there are no opening and closing dates).

- *Please note: Although county locations specified below may not be within an area you are willing to work, you may still wish to apply to be considered for possible future openings for another location.
- **Hiring agency plans to only consider State employees for the current vacant position. However, if you are not a State employee, you may still wish to apply to possibly be considered for future position vacancies in this classification.

(Note: The salary ranges for job classifications listed as "Grade 900" are not within the general compensation structure. A special salary range is approved by the Department of Personnel and by the employing agency. Contact the Human Resources Office of the employing agency for current information.)

Job Title: AGING PROGRAM COORDINATOR Class Code: 79132 **Annual Salary Range**: \$31,944 - \$51,108 **Opening Date**: 10/11/05 **Closing Date**: 10/25/05 Position Location: TN Commission on Aging & Disability, *Davidson county. *Promotional MINIMUM QUALIFICATIONS Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional experience in planning, administering, or assessing human service, mental health, public health, correctional, or gerontological program work or providing casework services to individuals or families. <u>OR</u> Possession of a master's degree in Gerontology, Gerontological Services, Human Services Administration, Psychology, Public Health Administration, Sociology, or Social Work and experience equivalent to one year of professional experience in planning, administering, or assessing human service, mental health, public health, correctional, or gerontological program work or providing casework services to individuals or families.

Substitution of Experience for Education: Qualifying experience in planning, administering, or assessing human services, mental health, public health, correctional, or gerontological program work or providing casework services to individuals or families may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Additional Requirements for this Position: Applicants must have at least one year of current (within the last three years) professional experience working with Medicare and Medicaid programs, with specific knowledge in the areas of health care insurance and prescription drug assistance programs.

Job Title: ATTORNEY 2 Class Code: 79442 **Annual Salary Range**: \$37,896 - \$60,636 Closing Date: 10/25/05 **Opening Date**: 10/11/05 Position Location: Tennessee Human Rights Commission, *Davidson county. MINIMUM QUALIFICATIONS Education and Experience: Graduation from an approved school of law and experience equivalent to one year of responsible professional full-time experience in the practice of law. **Annual Salary Range**: \$33,372 - \$53,400 Job Title: **BANK EXAMINER 2** Class Code: 75262 **Opening Date**: 10/11/05 **Closing Date**: 10/25/05 Position Location: Department of Financial Institutions, Statewide. **Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, business administration, accounting, or banking and experience equivalent to one year of full-time professional bank examining work with a federal or state agency; qualifying full-time professional bank examining, accounting, auditing or related experience may be substituted for the required education, on a year-for- year basis, to a maximum of four years; OR one year of full-time professional bank examination experience with the State of Tennessee.

Job Title: CODES ENFORCEMENT PROGRAM

DIRECTOR

Class Code: 73137 Annu

Annual Salary Range: \$42,564 - \$68,100

Opening Date: 10/11/05 | Closing Date: 10/25/05 | Position Location: Department of Commerce & Insurance, *Bedford county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following: inspection, design or construction management of commercial/residential buildings, of which three years must involve the supervision or training of building or fire codes enforcement staff.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in architecture; electrical, mechanical, or structural engineering; or fire administration, fire-prevention technology, fire safety engineering technology, fire-protection engineering, or related fire sciences may substitute for the required experience on a year-for-year basis to a maximum of two years (e.g. an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience), there being no substitution for the three years of experience in supervision or training of building or fire codes enforcement staff.

OR

Graduation from an accredited college or university with an associate's degree in fire-protection engineering technology, fire science, engineering technology, and/or construction technology and experience equivalent to five years of full-time work in one or a combination of the following: inspection, design or construction management of commercial/residential buildings, of which three years must involve the supervision or training of building or fire codes enforcement staff.

Substitution of Experience for Education: Qualifying experience in inspection, design or construction management of commercial/residential buildings may substitute for the required education on a yearfor- year basis to a maximum of two years (e.g. experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the three years of experience in supervision or training of building or fire codes enforcement staff.

OR

Graduation from an accredited college or university with a bachelor's degree in architecture; electrical, mechanical, or structural engineering; or fire administration, fire-prevention technology, fire safety engineering technology, fire-protection engineering, or related fire sciences, and experience equivalent to four years of full-time work in one or a combination of the following: inspection, design or construction management of commercial/residential buildings, of which three years must involve the supervision or training of building or fire codes enforcement staff.

Job Title: COUNSELING ASSOCIATE 2

Class Code: 78822

Annual Salary Range: \$25,920 - \$41,472

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Mental Retardation, *Davidson county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in one of the following fields: EDUCATION (Special Education, Elementary Education, Secondary Education, Physical Education Industrial Arts Education, Home Economics Education), PSYCHOLOGY (School Psychology, Developmental Psychology, Counseling Psychology, Clinical Psychology, Social Psychology), REHABILITATION SERVICES (Physical Therapy, Occupation Therapy, Therapeutic Recreation, Vocational Counseling), Social Work, Nursing, Mental Health/Human Services, or Audiology and Speech Pathology and one year of experience in any of the following areas: (1) paraprofessional experience implementing instructional programs or teaching or counseling developmentally delayed or mentally ill clients; or (2) professional-level teaching work or professional experience counseling clients on developing socially adaptive skills.

Substitution of Education for Experience: Any additional graduate coursework in any of the following areas may substitute for the required experience on a year-for-year basis to a maximum of one year: EDUCATION (Special Education, Elementary Education, Secondary Education, Physical Education, Industrial Arts Education, Home Economics Education), PSYCHOLOGY (School Psychology, Developmental Psychology, Counseling Psychology, Clinical Psychology, Social Psychology), REHABILITATION SERVICES (Physical Therapy, Occupational Therapy, Therapeutic Recreation, Vocational Counseling), Social Work, Nursing, Mental Health/Human Services, or Audiology and Speech Pathology. (36 graduate quarter hours is equivalent to one year of experience).

Substitution of Experience for Education: Experience in any of the following areas may substitute for the required education on a year-for-year basis to a maximum of four years: (1) any para-professional experience implementing instructional programs or teaching or counseling developmentally delayed or mentally ill clients; or (2) professional-level teaching work or professional experience counseling clients on developing socially adaptive skills. (1 year of experience is equivalent to 45 quarter hours of college coursework).

Job Title: DENTAL ASSISTANT 2

Class Code: 98642

Annual Salary Range: \$18,636 - \$29,820

Opening Date: 10/11/05

Closing Date: 10/25/05

 $\textbf{Position Location:} \ \ \textbf{Department of Mental Retardation, *Davidson county}.$

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and certification by the American Dental Association; OR two years of experience in dental assistance and possession of registration as a dental assistant in the State of Tennessee.

Job Title: DEVELOPMENTAL SERVICES REGIONAL

PROGRAM COORDINATOR 2

Class Code: 73683

Annual Salary Range: \$34,848 - \$55,752

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Mental Retardation, *Shelby county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional developmental disabilities or mental health work.

Substitution of Experience for Education: Qualifying professional developmental disabilities or mental health work may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Course Work for Experience: Additional graduate course work credit received from an accredited college or university in special education; rehabilitation or therapeutic health; nursing; psychology, child development, or other related behavioral science field; sociology; and/or social work, may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

Job Title: DISABILITY CLAIMS EXAMINER 3

Class Code: 79983

Annual Salary Range: \$29,340 - \$46,944

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Human Services, *Davidson county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional disability claims examination work.

Job Title: EMPLOYMENT SECURITY MANAGER 2

Class Code: 78472

Annual Salary Range: \$30,612 - \$48,984

Opening Date: 10/11/05

Closing Date: 10/25/05

 $\textbf{Position Location:} \ \ \textbf{Department of Labor \& Workforce Development *} \\ \textbf{Anderson, Greene}$

county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional work.

Substitution of Experience for Education: Qualifying professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time professional work may substitute for one year of the required education).

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in public administration, business administration, psychology, education administration, counseling, industrial training, and/or industrial education may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Four years of full-time professional employment security experience with the State of Tennessee.

Job Title: ENVIRONMENTAL PROTECTION SPECIALIST 4

Class Code: 76557

Annual Salary Range: \$42,564 - \$68,100

Opening Date: 10/11/05

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Closing Date: 10/25/05

Position Location: Department of Environment & Conservation, Statewide.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in engineering and experience equivalent to four years of full-time professional environmental engineering work.

Substitution of Education for Experience: Graduate course work received from an accredited college or university in engineering may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in engineering may substitute for one year of the required experience).

Substitution of Professional Registration for the Required Education: Registration as a professional engineer with the State of Tennessee may substitute for the required bachelor's degree.

Job Title: ENVIRONMENTAL SPECIALIST 3

Class Code: 72922

Annual Salary Range: \$30,612 - \$48,984

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Environment & Conservation, Statewide.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and two years of fulltime professional environmental program work.

Substitution of Experience for Education: Qualifying fulltime environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (24 semester hours is equivalent to one year).

OR

Two years fulltime professional environmental program work with the State of Tennessee.

Job Title: ENVIRONMENTAL SPECIALIST 4

Class Code: 72923

Annual Salary Range: \$34,848 - \$55,752

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Environment & Conservation, Statewide.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in environmental science, biology, chemistry, geology, physics, or other acceptable field and four years of full-time professional environmental program work.

Substitution of Experience for Education: Qualifying full-time environmental program experience may substitute for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate coursework in environmental science, biology, chemistry, geology, physics, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years (24 semester hours is equivalent to one year).

OR

Four years of full-time professional environmental program work with the State of Tennessee.

Job Title: GOLF COURSE MANAGER

Class Code: 62630

Annual Salary Range: \$27,036 - \$43,260

Opening Date: 10/11/05

Closing Date: 11/08/05

Position Location: Department of Environment & Conservation, Statewide.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from a standard high school and experience equivalent to five or more years of increasingly responsible full-time turf grass management or golf course experience including, at least, one year of supervisory experience.

Substitution of Experience for Education: Qualifying full-time golf course or turf experience may be substituted for the required high school education, on a year-to-year basis.

<u>OR</u>

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in either horticulture, agronomy, plant science, or related acceptable field including, at least, twelve quarter hours in turf management and one year of supervisory experience in golf course and/or turf management.

Substitution of Experience for Education: Qualifying full-time golf course or turf management experience may be substituted for the required degree on a year-for-year basis to a maximum of four years.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of increasingly responsible full-time turf grass management or golf course experience including, at least, one year of supervisory experience.

Job Title: HUMAN SERVICES PROGRAM MANAGER

Class Code: 79694

Annual Salary Range: \$34,848 - \$55,752

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Human Services, *Davidson county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time professional work in one or a combination of the following: social services, human services, education, auditing, accounting, and/or social services grant coordination. At least three years of this experience must have been in human services program evaluation.

Substitution of Graduate Education for Experience: Graduate course work from an accredited college or university in any liberal arts field, including but not limited to social sciences, mathematics, or statistics; education; and/or business may be substituted for the required experience, on a year-foryear basis, to a maximum of two years, there being no substitution for the required three years of specialized experience.

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Experience equivalent to two years of human services field supervision or human services program evaluation work with the State of Tennessee.

Job Title: INMATE JOBS COORDINATOR

Class Code: 78150

Annual Salary Range: \$25,920 - \$41,472

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Correction, *Hickman and Davidson county.

**Promotional consideration in Hickman county only.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional counseling, employment interviewing, or personnel work or one year of professional volunteer services work with the Tennessee Department of Correction.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in a social or behavioral science may be substituted for the required experience on a year-for-year basis to a maximum of one year.

Any professional, clerical, technical, sub-professional, or paraprofessional experience equivalent to five years working in the inmate jobs program.

Job Title: **INSURANCE BENEFITS ANALYST 2**

Class Code: 75672

Annual Salary Range: \$25,920 - \$41,472

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Finance & Administration, *Davidson county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional personnel or health insurance work, which includes the detailed explanation of health insurance benefits; qualifying full-time increasingly responsible sub-professional, para-professional, or professional personnel or health insurance work, which includes the detailed explanation of health insurance benefits, may be substituted for the required education on a year-foryear basis, to a maximum of four years.

Job Title: INSURANCE EXAMINER - AFE

Class Code: 75687

Annual Salary Range: Grade 900

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Commerce & Insurance, *Davidson county.

*Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Current designation as an Accredited Financial Examiner or Certified Financial Examiner recognized by the National Association of Insurance Commissioners.

Job Title: OCCUPATIONAL SAFETY SPECIALIST 1

Class Code: 72901

Annual Salary Range: \$23,868 - \$38,184

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Labor & Workforce Development, *Knox county.

MINIMUM OUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in safety, industrial engineering, or other acceptable field.

Substitution of Experience for Education: Qualifying full-time professional occupational safety inspection experience may be substituted for the required education, on a year-for year basis, to a maximum of four years.

Job Title: OCCUPATIONAL SAFETY SPECIALIST 3

Class Code: 72903

Annual Salary Range: \$29,340 - \$46,944

Opening Date: 9/20/05

Closing Date: 10/18/05

Position Location: Department of Labor & Workforce Development, *Hamilton county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in safety or industrial engineering or other acceptable field and experience equivalent to two years of full-time increasingly responsible professional occupational safety inspection work.

Substitution of Experience for Education: Qualifying fulltime professional experience in occupational safety inspection may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional qualifying graduate coursework in one of the above fields may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Job Title: OPERATIONS SPECIALIST 3

Class Code: 76183

Annual Salary Range: \$44,760 - \$71,616

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Transportation, *Davidson county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree in civil engineering and experience equivalent to five years of fulltime professional civil engineering work that may include student assistant or college seasonal civil engineering work with the State of Tennessee.

Substitution of Professional Registration for the Required Education: Registration as a professional engineer with the State of Tennessee in either the civil engineering or structural engineering disciplines may substitute for the required bachelor's degree. OR

Possession of a master's degree in civil engineering from an accredited college or university and experience equivalent to four years of full-time professional civil engineering work.

OR

Experience equivalent to five years of full-time professional civil engineering work with the State of Tennessee.

Job Title: OPERATIONS SPECIALIST SUPERVISOR 1

Class Code: 76184

Annual Salary Range: \$42,564 - \$68,100

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Transportation, *Warren county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree in civil engineering and experience equivalent to four years of fulltime professional civil engineering work that may include student assistant or college seasonal civil engineering work with the State of Tennessee.

Substitution of Professional Registration for the Required Education: Registration as a professional engineer with the State of Tennessee in either the civil engineering or structural engineering disciplines may substitute for the required bachelor's degree. OR

Possession of a master's degree in civil engineering from an accredited college or university and experience equivalent to three years of full-time professional civil engineering work.

OR

Experience equivalent to four years of full-time professional civil engineering work with the State of Tennessee.

Job Title: PARK MANAGER 2

Class Code: 77692

Annual Salary Range: \$30,612 - \$48,984

Opening Date: 9/06/05

Closing Date: 11/01/05

Position Location: Department of Environment & Conservation, Positions may be available in multiple State Park locations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in parks and recreation, wildlife management or related acceptable field and experience equivalent to four years of full-time professional park or related conservation work.

Substitution of Experience for Education: Qualifying full-time professional experience in park or related conservation work may be substituted for the required education, on a year-for-year basis to a maximum of four years.

Substitution of Education for Experience: Additional qualifying graduate coursework may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Job Title: PHYSICAL THERAPY DIRECTOR

Class Code: 72682

Annual Salary Range: Grade 900

Opening Date: 10/11/05

 $\textbf{Closing Date:} \ \ 10/25/05$

Position Location: Department of Mental Retardation, *Greene county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in physical therapy and experience equivalent to two years of full-time responsible professional physical therapy work; additional graduate coursework in physical therapy may be substituted for the required experience on a year-for-year basis to a maximum of one year.

Job Title: **QUALITY ASSURANCE REVIEWER**

Class Code: 79623

Annual Salary Range: \$28,188 - \$45,096

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Human Services, *Hardin county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional social services eligibility interviewing, disability claims determination work, or child care and/or adult care licensing work.

Substitution of Education for Experience: Additional qualifying graduate coursework in a social or behavioral science may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR four years of full-time professional social services eligibility interviewing, disability claims determination, or child care and/or adult care licensing experience with the State of Tennessee.

Job Title: REGISTERED NURSE 5 Class Code: 72775 Annual Salary Range: Grade 900

Opening Date: 10/11/05 | Closing Date: 10/25/05 | Position Location: Department of Mental Health, Statewide.

MINIMUM QUALIFICATIONS

Education and Experience: Currently licensed as a Registered Nurse and experience equivalent to five years of registered nursing, of which one year must be nursing supervisory or consultation experience.

Currently licensed as a Registered Nurse, education equivalent to a diploma in registered nursing from an accredited school of nursing or bachelor's degree in nursing from an accredited college or university, and experience equivalent to four years of registered nursing, of which one year must be nursing supervisory or consultation experience.

Currently licensed as a Registered Nurse, education equivalent to a graduate degree in nursing from an accredited college or university, and experience equivalent to three years of registered nursing, of which one year must be nursing supervisory or consultation experience.

Job Title: RESPIRATORY CARE THERAPIST Class Code: 72665 Annual Salary Range: \$31,944 - \$51,108

Opening Date: 10/11/05 | Closing Date: 10/25/05 | Position Location: Department of Mental Retardation, *Greene county.

**Promotional

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with an associates degree in a health or applied science field of study; successful completion of an approved respiratory care therapist program; and successful completion of the Registered Respiratory Therapist National Board examination.

Education equivalent to graduation from a standard high school and successful completion of two years of study in an approved respiratory care program; successful completion of the Registered Respiratory Therapist National Board examination.

Substitution of Experience for Education: Experience equivalent to four years of Certified Respiratory Therapy Technician work with successful completion of college coursework in Microbiology and Physics and successfully challenging the Registered Respiratory Therapist National Board examination.

Job Title: REVENUE AUDIT TECHNICIAN | Class Code: 75816 | Annual Salary Range: \$24,864 - \$39,780

Opening Date: 10/11/05 | Closing Date: 10/25/05 | Position Location: Department of Revenue, *Knox county.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of experience in one or a combination of the following: (1) tax auditing; (2) clerical or technical accounting or auditing, or (3) tax preparation, of which one year must be tax auditing, or technical-level accounting or auditing.

Substitution of Experience for Education: Qualifying experience in tax auditing, clerical or technical accounting or auditing, and/or tax preparation may substitute for the required education on a year for year basis.

Substitution of Education for Experience: Accounting, bookkeeping, or computer course work from an accredited college or technical institute may substitute for years of experience up to three years, there being no substitution for the one year of specialized experience; 4.5 quarter hours in accounting, bookkeeping, or computer course work is equivalent to a one-year substitution; 9 quarter hours in accounting, bookkeeping, or computer course work is equivalent to a two-year substitution; 12 quarter hours in accounting, bookkeeping, or computer course work is equivalent to a two-and-a-half year substitution; 15 quarter hours in accounting, bookkeeping, or computer course work is equivalent to a three-year substitution.

Experience equivalent to one year as an Accounting Technician and/or Petroleum Tax Inspector with the State of Tennessee.

Job Title: SYSTEMS PROGRAMMER 1

Class Code: 75511

Annual Salary Range: Grade 900

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Finance & Administration, *Davidson county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of professional-level experience equivalent to one or a combination of the following: (1) analysis of systems, software design for systems, or programming of application or systems software for a mainframe, mid-level, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment.

Substitution of Experience for Education: Qualifying experience in (1) the analysis of systems, software design for systems, or programming of application or systems software for a mainframe, midlevel, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Specific Associate's Degree for the Required Bachelor's Degree: Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: An associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field from an accredited college or university may substitute for the required bachelor's degree. OR

One year of experience as an Information Systems Associate with the State of Tennessee.

Job Title: SYSTEMS PROGRAMMER 2

Class Code: 75512

Annual Salary Range: Grade 900

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Finance & Administration, *Davidson county.

MINIMUM OUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of professional-level experience equivalent to one or a combination of the following: (1) analysis of systems, software design for systems, or programming of application or systems software for a mainframe, mid-level, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment.

Substitution of Experience for Education: Qualifying experience in: (1) the analysis of systems, software design for systems, or programming of application or systems software for a mainframe, midlevel, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: An associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field from an accredited college or university may substitute for the required bachelor's degree.

Substitution of Graduate Education for the Required Experience: Additional graduate course work credit received from an accredited college or university in computer and information sciences may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours or a master's degree in one or a combination of the above fields may substitute for one year of the required experience).

<u>OR</u>

One year of experience as a Systems Programmer 1 with the State of Tennessee.

Job Title: SYSTEMS PROGRAMMER 3 Class Code: 75513 Annual Salary Range: Grade 900

Opening Date: 10/11/05 | Closing Date: 10/25/05 | Position Location: Department of Finance & Administration, *Davidson county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and four years of professional-level experience equivalent to one or a combination of the following: (1) analysis of systems, software design for systems, or programming of application or systems software for a mainframe, mid-level, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment.

Substitution of Experience for Education: Qualifying experience in (1) the analysis of systems, software design for systems, or programming of application or systems software for a mainframe, midlevel, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: An associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field from an accredited college or university may substitute for the required bachelor's degree.

Substitution of Graduate Education for the Required Experience: Additional graduate course work credit received from an accredited college or university in computer and information sciences may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours or a master's degree in one or a combination of the above fields may substitute for one year of the required experience).

OR

Two years of experience as a Systems Programmer 2 with the State of Tennessee.

Job Title: SYSTEMS PROGRAMMER 4 Class Code: 75514 Annual Salary Range: Grade 900

Opening Date: 10/11/05 | Closing Date: 10/25/05 | Position Location: Department of Finance & Administration, *Davidson county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of professional-level experience equivalent to one or a combination of the following: (1) analysis of systems, software design for systems, or programming of application or systems software for a mainframe, mid-level, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment.

Substitution of Experience for Education: Qualifying experience in (1) the analysis of systems, software design for systems, or programming of application or systems software for a mainframe, midlevel, LAN, WAN, video conferencing, or microcomputer environment; (2) the configuration, installation, evaluation, monitoring, or problem diagnosis and resolution of mainframe, mid-level, LAN, WAN, or video conferencing network hardware, software and related equipment; (3) the configuration, installation or maintenance of stand-alone microcomputer hardware and related equipment; or (4) analyzing business processes and preparing technical specifications in order to acquire, install, maintain, or develop information systems and related equipment may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of a Specific Associate's Degree for the Required Bachelor's Degree: An associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems, computer and information systems, computer servicing technologies, or other related field from an accredited college or university may substitute for the required bachelor's degree.

Substitution of Graduate Education for the Required Experience: Additional graduate course work credit received from an accredited college or university in computer and information sciences may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours or a master's degree in one or a combination of the above fields may substitute for one year of the required experience).

One year of experience as a Systems Programmer 3 with the State of Tennessee.

Job Title: TBI SPECIAL AGENT - CRIMINAL Class Code: 38691 Annual Salary Range: Grade 900

INVESTIGATOR 1

Opening Date: 10/11/05

Closing Date: 10/25/05 | Position Location: Department of Tennessee Bureau of Investigation (TBI), *Madison,

Chester, Henderson, Hardin, Decatur and Benton county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Job Title: TRANSPORTATION MANAGEMENT

CENTER OPERATOR

Class Code: 97950

Annual Salary Range: \$21,960 - \$35,136

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Transportation, *Davidson county.

 $\textbf{Position Location:} \ \ \textbf{Department of Labor} \ \ \& \ \ \textbf{Workforce Development, *Davidson county.}$

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Job Title: UNEMPLOYMENT PROGRAM SPECIALIST

JOD 11U

IST Class Code: 78462

Annual Salary Range: \$28,188 - \$45,096

Opening Date: 10/11/25 **Closing Date**: 10/25/05

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years full-time accounting, auditing, or unemployment work, of which two years must involve interviewing claimants, adjudicating/investigating claims or tax liability, or other related professional unemployment insurance work.

Substitution of Experience for Education: Additional full-time accounting, auditing, or unemployment work may substitute for the required education on a year-for-year basis to a maximum of four years (one year of experience is equivalent to 45 undergraduate quarter hours).

Substitution of Education for Experience: Graduate course work in any business field (including, but not limited to accounting, business administration, economics, or finance); law; political science; or public administration may substitute for the required experience, on a year-for-year basis, to a maximum of one year (36 quarter hours are equivalent to one year).

OR

Two years of experience as an Unemployment Program Specialist for the Tennessee Department of Labor and Workforce Development.

Job Title: WEIGHTS AND MEASURES INSPECTOR 1

Class Code: 32491

Annual Salary Range: \$22,896 - \$36,636

Opening Date: 10/11/05

Closing Date: 10/25/05

 $\begin{tabular}{ll} \textbf{Position Location:} & Department of Agriculture, \textbf{*Rutherford} county. \end{tabular}$

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from a standard high school and two years of experience assuring that fuel meters are properly monitored, or assuring any product, related scale, meter, associated equipment, or other feature of a commercial establishment complies with governmental regulations or design standards.

Substitution of Education for Experience: Additional coursework at an accredited college or university may be substituted for the required experience, on a year for year basis, to a maximum of two years (45 quarter hours may substitute for one year of experience, 90 quarter hours may substitute for two years of experience).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in physical sciences, engineering-related technology, or agricultural science.

Job Title: WEIGHTS AND MEASURES INSPECTOR 2

Class Code: 32492

Annual Salary Range: \$23,868 - \$38,184

Opening Date: 10/11/05

Closing Date: 10/25/05

Position Location: Department of Agriculture, *Rutherford county.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from a standard high school and three years of experience assuring that petroleum dispensers are properly monitored, or assuring any product, related scale, meter, associated equipment, or other feature of a commercial establishment complies with governmental regulations or design standards.

Substitution of Education for Experience: Additional coursework at an accredited college or university may be substituted for the required experience, on a year for year basis, to a maximum of three years (45 quarter hours may substitute for one year of experience, 90 quarter hours may substitute for three years of experience). OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in physical sciences, engineering-related technology, or agricultural science.

Updated October 11, 2005



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.

THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

!!! HOW TO APPLY !!!

- 1. Candidates are strongly encouraged to submit an <u>online application</u> at <u>www.state.tn.us/personnel/tnapp.htm</u> for classifications that have been announced as "open." Submitting an online application will ensure that the application is evaluated within the open examination period. When the examination for a classification is currently closed, candidates cannot apply for the class via the online application. To check for future examination opening and closing dates, visit our website at <u>www.state.tn.us/personnel</u> via the "Examination Announcements" page.
- 2. File your application as soon as it is completed. If you meet the education and experience requirements for a rated job classification, your application will be evaluated and you will be notified of your examination score. If you meet the education and experience requirements for a tested job classification, you will be notified when and where to report for testing.
- 3. If you do not meet the minimum qualifications for a job classification, you will receive notification informing you of the reason(s) for your disqualification.
- 4. The Department of Personnel will accept degrees, coursework, and training completed through any appropriately accredited institution recognized by the Council for Higher Education accreditation. To assure that maximum credit is received for post-secondary education, official transcripts should be submitted along with the application to the Department of Personnel. To receive credit for Continuing Education Units (CEU's) the training must be job-related and approved by the American Council on Education, Office of Educational Credit, or the National Council of the Continuing Education Unit. Applicants graduating or completing coursework from a foreign institution may receive education credit only after submitting a letter of credential evaluation from a regionally accredited school, or a member of the National Association of Credential Evaluation Services. You may access a list of acceptable organizations via the website for the National Association of Credential Evaluation Services (at www.naces.org/members.htm).
- 5. Applicants with disabilities which affect their ability to participate in either a written or performance test may be eligible for an alternative examination. Applicants certified by the Department of Human Services Division of Rehabilitation Services as unable to participate in regular testing may substitute a work test period as the examination alternative. To receive information concerning the work test period or to request other forms of testing assistance or accommodations call (615) 741-0441 or Tennessee Relay Service 711.
- 6. All applications submitted by mail and other correspondence regarding Tennessee Career Service Examinations should be addressed to:

DEPARTMENT OF PERSONNEL; APPLICANT SERVICES DIVISION 2nd FLOOR, JAMES K. POLK BUILDING 505 DEADERICK STREET, NASHVILLE, TN 37243

Please note that there are more than 1,000 other job classifications for which applications are accepted on a continuous basis (i.e., there are no announced "opening" and "closing" dates). To get information regarding these job titles you may also visit the Department of Personnel's website.

POLICY OF NON-DISCRIMINATION!!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 401-7626.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).